

2008 ANNUAL ADJUSTMENT  
CONTRACT



MIAMI COUNTY, INDIANA

PREPARED AND SUBMITTED BY

AD VALOREM SOLUTIONS, LLC

506 E. NORTH ST.

KOKOMO, INDIANA 46901

## CONTRACT FOR ANNUAL ADJUSTMENTS

This Contract is entered into this \_\_\_\_ day of \_\_\_\_\_, 2 008, by and between Ad Valorem Solutions, LLC (the "Contractor"), the Miami County Assessor and the Board of County Commissioners of Miami County, Indiana (hereinafter jointly and severally the "Assessor"), and the Department of Local Government Finance, a party for the limited purposes of approving the employment of the Contractor and exercising statutory oversight pursuant to I.C. 6-1.1-4-17(a).

### **RECITALS**

- A. The Assessor has determined it is in the County's best interest to employ the Contractor as a technical advisor pursuant to the provisions of I.C. 6-1.1-4-17 for the purpose of completing annual adjustments as required by I.C. 6-1.1-4-4.5 and 50 IAC 21;
- B. The Assessor has advertised for bids as required by I.C. 6-1.1-4-18.5 and has fulfilled all other statutory conditions precedent to the employment of a technical advisor;
- C. The Contractor is a Professional Appraiser as the term is defined in I.C. 6-1.1-4-17(c) and I.C. 6-1.1 -31.7, is certified by the Department pursuant to 50 IAC 15-4 and was the lowest and best bidder meeting all the requirements under law for serving as a technical advisor in the assessment of Property;
- D. The Assessor is awarding the bid to the Contractor, and the Contractor is willing to contract with the Assessor subject to the terms and conditions of this Contract;
- E. This Contract is subject to the provisions of 50 IAC 15, and the Contractor will comply with the provisions of 50 IAC 15 in connection with this Contract; and
- F. The Department has final approval authority for the employment of Contractor pursuant to this Contract, and, as a signatory to the Contract, has the right to exercise its statutory right of oversight of the performance of the Contractor as contemplated by I.C. 6-1.1-4-17(a).

### **AGREEMENT**

In consideration of the promises, mutual covenants and obligations of the parties, the Assessor, the Department and the Contractor agree as follows:

**1. Incorporation of Recitals.** The foregoing recitals are adopted by the parties as being true and accurate statements, and are hereby incorporated as binding representations of this Contract.

## **2. Duties of the Contractor.**

A. The Contractor shall provide technical assistance to the Assessor in connection with the determination of annual adjustments to real property in Miami County for the Assessment Year of 2008, as requested and assigned by the authorized designee of the Assessor, under the terms and provisions of this Contract, in accordance with and furtherance of all rules governing annual adjustments and the assessment of real property promulgated by the Department, and all other applicable laws, statutes, ordinances, or administrative rules.

B. The classes of property to be reviewed by the Contractor under this Contract is/are limited to Agricultural, Residential, Commercial, Industrial, Utilities, and Exempts.

C. For the classes of property listed in paragraph 2(b) of this Contract the Contractor will complete all responsibilities imposed upon an assessing official under I.C. 6-1.1-4-4.5 and 50 IAC 21 regarding annual adjustments and the completion of required ratio studies, unless specifically retained by the Assessor as listed in paragraph 3 of this Contract, including but not limited to:

(1) Perform ratio studies using the methods or combination of methods acceptable under the Standard on Ratio Studies published by the International Association of Assessing Officials ("IAAO") or other acceptable appraisal methods approved by the Department.

(2) Use a valuation date of January 1 of the year proceeding the year of the assessment date.

(3) Use verified sales of properties occurring within two (2) calendar years preceding the relevant valuation date in performance of the ratio studies.

(a) Sales occurring before or after the assessment date shall be trended if appropriate, in accordance with the IAAO standard and the time adjusted sales price shall become the basis for all ensuing analysis.

(b) If available sales data are insufficient to satisfy the IAAO standard, the Contractor may use sales from earlier or more recent time periods, or both, by adjusting and time trending the sales data as described in the IAAO standard.

(c) If the Contractor determines that there are insufficient commercial and/or industrial improved property sales in order to determine an annual adjustment factor the Contractor shall review one (1) or more of the following to derive an annual adjustment factor:

(i) Marshall and Swift cost and depreciation tables from the last quarter of the calendar year preceding the assessment date.

- (ii) Income data, rental data, market value appraisals, and other relevant evidence derived from appeals of the most recent assessment date and adjusted, as applicable, to January 1 of the year preceding the assessment date.
- (iii) Commercial real estate reports.
- (iv) Governmental studies.
- (v) Census data.
- (vi) Multiple listing services (MLS) data.
- (vii) The independent study performed by the Indiana Fiscal Policy Institute.
- (viii) Other information or data to determine an annual adjustment factor.

(4) Review all neighborhood delineations for the specified class(es) of property established for the most recent assessment date to determine if any adjustments or alterations are desirable.

(5) Review all land values for the specified class(es) of property established for the most recent assessment date to determine if any modifications are needed in order to promote uniform and equal assessments.

(6) Review ratio studies for each listed property class and examine the coefficient of dispersion and price related differential to determine if an annual adjustment factor should be applied and determine the appropriate annual adjustment factor if required.

(7) After any annual adjustment factor is applied, the Contractor shall complete an additional ratio study and provide the results of the ratio study to the Assessor and the Department in the manner and format specified in 50 IAC 14-5-1 through 50 IAC 14-5-3.

(8) Notify the Assessor and the Department if any ratio study reveals a coefficient of dispersion and/or price related differential that is outside the appropriate ranges set in 50 IAC 21-11-1 and recommend appropriate actions to address any identified irregularities in accordance with the procedures set forth in 50 IAC 21.

(9) Conduct any required stratifications and perform ratio studies for each strata until the Contractor determines the properties that are causing a coefficient of dispersion and/or price related differential that is outside of the acceptable range and then make necessary refinements to the valuation for all similarly situated properties.

D. All direct assessment activities, those activities necessary to make the actual valuation of the property, must be performed by a level two assessor-appraiser certified under I.C. 6-1.1-35.5. All work performed under this Contract must be organized, supervised, or reviewed by a level two assessor-appraiser certified under I.C. 6-1.1-35.5. Additionally, a level two assessor-appraiser certified under I.C. 6-1.1-35.5 must personally fulfill the following duties: (1) Download data from CAMA system, (2) Review findings, factors, and reports, (3) Prepare ratio study.

E. Administrative personnel employed by the Contractor may be used to fulfill the following duties: (1) Organize spreadsheets, (2) Establish trending factors, (3) Organize and prepare reports.

**3. Responsibilities of the Assessor.** The Contractor will not be responsible for the duties contained in 50 IAC 21 that are retained by the Assessor for performance by the Assessor's staff or are contracted by the Assessor to a third party, as follows:

- A. Duties retained by the Assessor for performance by the Assessor's staff:
- (1) If any annual adjustment is applied, send notices of assessment to each affected taxpayer pursuant to I.C. 6-1.1-4-22(a),
  - (2) validate all sales to be used in the annual trending process,
  - (3) provide access to CAMA system during normal assessing hours,
  - (4) provide remote access to CAMA system 24 hours a day; and
  - (5) send any mailings for income and expense or gathering of other information.
  - (6) review and approve all trending factors, including verifying values by other means. Example is comparing asking prices to newly trended values.

**4. Final Authority To Determine Adjustment Factor.** The final determination of the appropriate adjustment factors and assessed values are and shall remain the responsibility of the Assessor.

**5. Contract Representative.** The Assessor shall be the Contract Representative to serve as the primary contact person under the Contract.

**6. Contractor Employees – Project Manager.** The Contractor shall assign by name an Indiana Level II County Assessor/Appraiser as project manager. The assigned Indiana Level II County Assessor/Appraiser shall be: James A. Morris, II and the current contact information for the assigned person is:

Address: 506 E. North Street  
Kokomo, Indiana 46901  
Work tel: (765) 457-6787  
Fax tel: (765) 457-6788  
Cell tel: (765) 210-5905

Email: jay@avs-in.com

DLGF Student ID #: 946

Date of issuance of Level II County Assessor/Appraiser Certificate: 03/31/1992

**7. Work Plan.** To be prepared and attached within 10 days of signing of this contract, and incorporated fully herein as Exhibit A is the Work Plan developed and approved by the Contractor and the Assessor setting forth the schedule for the completion of work under this Contract. The Contractor and the Assessor warrant and represent that the Work Plan ensures that all values generated by any form of annual adjustment under this Contract will be completed before such values are required by the Department in order to set tax rates.

**8. Performance Bond.** This contract does not require a performance bond.

**9. Identification.** All field personnel involved with performance of work for the Contractor shall carry identification cards, which will include a photograph of the individual and the Assessor's signature. All automobiles used by field personnel shall be marked appropriately and registered with the County Sheriff's office, with local police departments located within the county, and with the Assessor's office.

**10. Office Space; Computer Support.** The Assessor shall be responsible for providing the Contractor with office space and computer support in connection with the performance of this Contract as stated in paragraph 3.

**11. Work Product Delivery.** The Contractor shall be responsible for the delivery of the following products to the Assessor at the completion or termination of this Contract, including all medium in which the materials may be retained:

- A. documentation of procedures used throughout the reassessment program;
- B. any and all training materials and manuals used to train the Contractor's staff;
- C. all field worksheets for each parcel of real property;
- D. all maps and/or other information provided for the Contractor by the Assessor;
- E. all information gathered, created, or reviewed for the verification of sales disclosure; forms, neighborhood delineations, land values, and/or any time adjustments to sales prices, and
- F. all ratio studies and supporting documentation.

**12. Contractor Support for Appeals.** The duties of Contractor in this paragraph shall last until all appeals have been resolved, regardless of the earlier termination of this Contract.

A. The Contractor shall provide Five (5) Consecutive eight hour business days for support of values after mailing of Notices of Assessment, Form 11s, utilizing personnel familiar with the entire annual adjustment process, including re-inspection of property or explanation of ratio studies as may be needed. Days required above the five

(5) Consecutive eight hour business days shall be provided at the request of the Assessor at a rate of (\$500.00) per business day.

B. If an assessed value and/or annual adjustment factor recommended by the Contractor is appealed to any reviewing body, the Contractor or its employee or representative shall, if at least ten (10) days notice is given to the Contractor, appear at any hearing scheduled on the appeal of the parcel to explain its calculations and defend the recommendation. A fee of (\$ 70.00 ) per hour shall be paid to the Contractor for services rendered in connection with the assistance on the appealed parcel. Time includes hearing time as well as preparation time. This duty of the Contractor shall terminate when all appeals have been resolved.

**13. Consideration.** The Assessor shall pay the Contractor as a fee of Thirty-Seven Thousand Five Hundred Dollars \$37,500 in full payment for the complete performance of all duties, responsibilities and activities set out in this Contract and on the Work Plan mutually agreed to under paragraph 7 of this Contract to be attached as Exhibit A. The fee shall be paid in the manner set forth in paragraph 15 below. The Contractor shall complete all work to be performed under this Contract, other than assistance required in regard to an appeal filed under I.C. 6-1.1-15.

**14. Condition of Payment.** All services provided by the Contractor must be performed to the reasonable satisfaction of the Assessor and the Department, as determined at their sole discretion and in reliance upon all applicable federal, state, local laws, ordinances, rules and regulations. The Assessor shall not be required to pay for work found to be unsatisfactory, inconsistent with this Contract or performed in violation of federal, state or local statute, ordinance, rule or regulation.

**15. Time and Manner of Payment.** The Contractor shall be paid as follows:

A. At the end of each month, the Contractor shall submit a claim for payment for work completed under the Contract during that month. The amount of each monthly payment is subject to the completion percentage requirements set forth in the Work Plan, subject to approval by the Assessor, and is subject to full compliance with all other obligations under this Contract. Approval shall be based on the monthly progress reports submitted by the Contractor and on the Assessor's inspection of the Contractor's assessment records, and the submission of the reports to the Board of County Commissioners. Payment shall be made to the Contractor within 30 days after approval by the Assessor.

B. If all work is not completed under this Contract by the completion date specified in paragraph 18 of this Contract or if all required data is not submitted to the Department in the appropriate format in a timely manner, then all further payments may be suspended until all work has been satisfactorily completed and approved by the Assessor and as otherwise required under this Contract. Payments of the suspended amount will be made to the Contractor within 30 days after that approval by the Assessor, subject to other terms of this Contract.

**16. Penalties.** Pursuant to I.C. 6-1.1-4-19.5(b)(2), payments due under this Contract shall be reduced by the amount of (\$ 50.00 ) per business day that any part of the performance by the Contractor remains incomplete after the due date specified in this Contract.

**17. Professional Appraiser Certification; Contract Void on Revocation.**

A. A material inducement for entering into this Contract is that the Contractor has been certified as a "Professional Appraiser" under I.C. 6-1.1-31.7 and 50 IAC 15-4 in order to enter into this Contract. The Contractor represents and warrants that he/she is certified as a "Professional Appraiser" at the time of entering into this Contract.

B. Contractor will take all steps necessary to maintain such certification throughout the term of this Contract. Contractor shall immediately notify the Assessor and the Department in writing of any circumstance or occurrence jeopardizing [his/her/its] certification status, or if any Notice is issued to the Contractor pursuant to 50 IAC 15-3-6(b).

C. Pursuant to I.C. 6-1.1-31.7-4, this Contract is void and the Contractor may not receive additional funds if the Contractor's certification as a Professional Appraiser is revoked.

**18. Term of Contract.** The Contractor shall commence work under this Contract within 15 days of the date of approval by the Department of Contractor's employment pursuant to this Contract. The Contractor shall complete all work to be performed under this Contract, other than assistance required in regard to an appeal filed under I.C. 6-1.1-15, before 90 days from execution of this contract.

**19. Contract Reports and Monitoring.**

A. The Contractor shall maintain all books, documents, papers, accounting records, and other evidence pertaining to all costs incurred under this Contract. Contractor shall make such materials available at its office at all reasonable times during this Contract, and for three (3) years from the date of final payment under this Contract, for inspection by the Department or its authorized designees. Copies shall be furnished at no cost to the Department if requested.

B. The Contractor shall provide written progress reports to the Assessor and Board of County Commissioners in a form reasonably prescribed by the Assessor. The reports must include the number of parcels being reviewed by the Contractor and the status of the work being done. The Assessor and Board of County Commissioners may require additional information be included in the reports. The Contractor shall submit the reports to the Assessor, each month on or before the 10th day of the month.



C. The Assessor and Board of County Commissioners may at all times inspect the records of the Contractor to verify the progress and evaluate the quality of work performed. The Assessor and members of the Board of County Commissioners may accompany the Contractor's personnel in their assigned duties to assure the Contractor's adherence with contractual specifications and approved procedures. The Contractor shall extend its full cooperation to the Contract Representative by providing access to all program related records, and by making personnel available upon request for the purpose of monitoring quality, performance and progress.

D. As required by I.C. 6-1.1-4-19.5(b)(7) the Contractor shall give unrestricted access to his/her/its work product to the Department and to LSA.

**20. Work Standards.** The Contractor shall execute its responsibilities by following and applying at all times the highest professional and technical guidelines and standards. If the Assessor becomes dissatisfied with the work product of or the working relationship with those individuals assigned to work on this Contract, the Assessor may request in writing the replacement of any or all such individuals, and the Contractor shall grant such request.

**21. Changes in Work.** The Contractor shall not commence any additional work or change the scope of the work until authorized in writing by the Assessor. Contractor shall make no claim for additional compensation in the absence of a prior written approval and amendment executed by all signatories hereto. This Contract may only be amended, supplemented or modified by a written document executed in the same manner as this Contract.

**22. Authority to Bind Contractor.** The signatory for the Contractor represents that he/she has been duly authorized to execute this Contract on behalf of the Contractor and has obtained all necessary or applicable approvals to make this Contract fully binding upon the Contractor when his/her signature is affixed, and accepted by the Assessor and the Department.

**23. Confidentiality of Information**

A. The Contractor understands and agrees that data, materials, and information disclosed to the Contractor may contain confidential and protected information. The Contractor covenants that data, material and information gathered, based upon or disclosed to the Contractor for the purpose of this Contract, will not be disclosed to or discussed with third parties without the prior written consent of the Assessor and the Department.

B. The parties acknowledge that the services to be performed by Contractor for the Assessor under this Contract may require or allow access to data, materials, and information containing Social Security numbers maintained by the Assessor or the State of Indiana in its computer system or other records. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Contractor and the Assessor

agree to comply with the provisions of I.C. 4-1-10 and I.C. 4-1-11. If any Social Security number(s) is/are disclosed by Contractor, Contractor agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.

**24. Ownership of Documents and Materials.** All documents, records, programs, data, film, tape, articles, memoranda, and other materials not developed or licensed by the Contractor prior to execution of this Contract, but specifically developed under this Contract shall be considered "work for hire" and the Contractor transfers any ownership claim to the Assessor and the Department and all such materials will be the property of the Assessor and the Department. Use of these materials, other than related to contract performance by the Contractor, without the prior written consent of the Assessor and the Department, is prohibited. During the performance of this Contract, the Contractor shall be responsible for any loss of or damage to these materials developed for or supplied by the Assessor or the Department and used to develop or assist in the services provided while the materials are in the possession of the Contractor. Any loss or damage thereto shall be restored at the Contractor's expense. The Contractor shall provide the Assessor and the Department full, immediate, and unrestricted access to the work product during the term of this Contract.

**25. Delays.**

A. Whenever the Contractor or the Assessor have knowledge that any actual or potential situation is delaying or threatens to delay the timely performance of this Contract, they shall within 10 days provide written notice of the delay to the other party by certified mail, return receipt requested, including all relevant information with respect to the actual or potential cause of the delay.

B. In the event of a delay by the Department of Local Government Finance, legislative action or court rulings, the Assessor or Contractor reserves the right to re-negotiate all terms of the Contract including costs.

**26. Disputes.**

A. Should any disputes arise with respect to this Contract, the Contractor and the Assessor agree to act immediately to resolve such disputes. Time is of the essence in the resolution of disputes.

B. The Contractor agrees that, the existence of a dispute notwithstanding, it will continue without delay to carry out all of its responsibilities under this Contract that are not affected by the dispute. Should the Contractor fail to continue to perform its responsibilities regarding all non-disputed work, without delay, any additional costs incurred by the Assessor or the Contractor as a result of such failure to proceed shall be borne by the Contractor.

C. If a party to this Contract is not satisfied with the progress toward resolving a dispute, the party must notify in writing the other party of this dissatisfaction. Upon issuance of written notice, the parties have ten (10) working days, unless the parties mutually agree to extend this period, following the notification, to resolve the dispute. If the dispute is not resolved within ten (10) working days, a dissatisfied party shall submit the dispute in writing according to the following procedure:

The parties agree to resolve such matters through submission in writing of their dispute to the Commissioner of the Department of Local Government Finance. The Commissioner shall reduce a decision to writing and mail or otherwise furnish a copy thereof to the Contractor and the Assessor within ten (10) working days after presentation of such dispute for action. The presentation may include a period of negotiations, clarifications, and mediation sessions and will not terminate until the Commissioner or one of the parties concludes that the presentation period is over. The Commissioner's decision shall be final and conclusive unless either party mails or otherwise furnishes to the Commissioner, within ten (10) working days after receipt of the Commissioner's decision, a written appeal. Within ten (10) working days of receipt by the Commissioner of a written request for appeal, the decision may be reconsidered. If no reconsideration is requested within ten (10) working days, the parties may mutually agree to submit the dispute to arbitration or mediation for a determination. If a party is not satisfied with the Commissioner's ultimate decision, the dissatisfied party, may submit the dispute to an Indiana court of competent jurisdiction.

The Assessor may withhold payments on disputed items pending resolution of the dispute. The unintentional nonpayment by the Assessor to the Contractor of one or more invoices not in dispute in accordance with the terms of this Contract will not be cause for Contractor to terminate this Contract, and the Contractor may bring suit to collect these amounts without following the disputes procedure contained herein.

**27. Termination for Convenience By Assessor.** This Contract may be terminated, in whole or in part, by the Assessor or the Department whenever, for any reason, the Assessor or the Department determines that such termination is in its best interest. Termination of services shall be effected by delivery to the Contractor of a Termination Notice at least thirty (30) days prior to the termination effective date, specifying the extent to which performance of services under such termination becomes effective. The Contractor shall be compensated for services properly rendered prior to the effective date of termination. The Assessor will not be liable for services performed after the effective date of termination. The Contractor shall be compensated for services herein provided but in no case shall total payment made to the Contractor exceed the original contract price or shall any price increase be allowed on individual line items if canceled only in part prior to the original termination date.

**28. Termination for Default by Assessor.** If the Assessor, sixty (60) days after receipt of written notice, fails to correct or cure any material breach of this Contract, the Contractor may cancel and terminate this Contract and institute the appropriate measures to collect monies due up to and including the date of termination.

**29. Audits.** The Contractor acknowledges that it may be required to submit to an audit of funds paid through this Contract. Any such audit shall be conducted in accordance with I.C. 5-11-1, *et. seq.* and audit guidelines specified by the State.

**30. Compliance with Laws.**

A. The Contractor shall comply with all applicable federal, state and local laws, rules, regulations and ordinances, and all provisions required thereby to be included herein are hereby incorporated by reference. The enactment or modification of any applicable state or federal statute or the promulgation of rules or regulations there under after execution of this Contract shall be reviewed by the Assessor and the Contractor to determine whether the provisions of this Contract require formal modification.

B. The Contractor certifies by entering into this Contract that neither it nor its principal(s) is/are presently in arrears in payment of taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or Miami County. The Contractor agrees that any payments currently due to the State of Indiana or Miami County may be withheld from payments due to the Contractor. Additionally, further work or payments may be withheld, delayed, or denied and/or this Contract suspended until the Contractor is current in its payments and has submitted proof of such payment to the State of Indiana.

C. The Contractor certifies, warrants and represents that it has no current, pending or outstanding criminal, civil or enforcement actions initiated by the State of Indiana or Miami County, and that neither it nor its principals nor any of its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from entering into this Contract by any federal agency or by any department, agency or political subdivision of the State of Indiana or Miami County. Contractor agrees that it will immediately notify the Assessor and the Department of any such actions and during the term of such actions, the Assessor or the Department may delay, withhold, or deny work under any supplement, amendment, change order or other contractual device issued pursuant to this Contract.

D. If a valid dispute exists as to the Contractor's liability or guilt in any action initiated by the State of Indiana or its agencies or Miami County, the Assessor may delay, withhold, or deny work to the Contractor.

E. The Contractor warrants that the Contractor shall obtain and maintain all required permits, licenses, registrations, and approvals, and shall comply with all health, safety, and environmental statutes, rules, or regulations in the performance of work activities for the Assessor. Failure to do so may be deemed a material breach of this

Contract and grounds for immediate termination and denial of further work with the Assessor.

F. The Contractor affirms that, if it is an entity described in I.C. Title 23, it is properly registered and owes no outstanding reports to the Indiana Secretary of State.

**31. Taxes.** The Assessor is exempt from most state and local taxes and many federal taxes. The Assessor and the Department will not be responsible for any taxes levied on the Contractor as a result of this Contract.

**32. Independent Contractor.**

A. The parties hereto, in the performance of this Contract, shall act in an individual capacity and not as agents, employees, partners, joint venturers or associates of one another. The employees or agents of one party shall not be deemed or construed to be the employees or agents of the other party for any purposes whatsoever. Neither party will assume liability for any injury (including death) to any persons, or damage to any property, arising out of the acts or omissions of the agents, employees or subcontractors of the other party.

B. The Contractor shall be responsible for providing all necessary unemployment and workers' compensation insurance for the Contractor's employees.

**33. Contractor Assignment, Successors and Subcontracting.** The Contractor shall not assign or subcontract the whole or any part of this Contract. The Contractor may assign its right to receive payments to such third parties as the Contractor may desire without the prior written consent of the Contract Representative, provided that the Contractor gives written notice (including evidence of such assignment) to the Contract Representative thirty (30) days in advance of any payment so assigned. The assignment shall cover all unpaid amounts under this Contract and shall not be made to more than one party.

**34. Force Majeure.** In the event that either party is unable to perform any of its obligations under this Contract or to enjoy any of its benefits because of natural disaster or decrees of governmental bodies not the fault of the affected party (hereinafter referred to as a "Force Majeure Event"), the party who has been so affected shall immediately give notice to the other party and shall do everything possible to resume performance. Upon receipt of such notice, all obligations under this Contract shall be immediately suspended. If the period of nonperformance exceeds thirty (30) days from the receipt of notice of the Force Majeure Event, the party whose ability to perform has not been so affected may, by giving written notice, terminate this Contract.

**35. General Provisions.**

A. Entire Agreement. This Contract sets forth the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior oral and written agreements and understanding between the Assessor and the Contractor.

No representation, promise, inducement, or statement of intention has been made by either party which is not set forth in this Contract and neither party shall be bound by or liable for any alleged representation, promise, inducement or statement of intention not so set forth.

B. Waiver of Rights. No right conferred on either party under this Contract shall be deemed waived, and no breach of this Contract excused, unless such waiver is in writing and signed by the party claimed to have waived such right. Neither the Assessor's review, approval or acceptance of, nor payment for, the services required under this Contract shall be construed to operate as a waiver of any rights under this Contract or of any cause of action arising out of the performance of this Contract, and the Contractor shall be and remain liable to the Assessor and the Department in accordance with applicable law for all damages to the Assessor or the Department caused by the Contractor's negligent performance of any of the services furnished under this Contract.

C. Severability. In the event that one or more of the provisions contained in this Contract shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provisions contained in this Contract. If any provisions contained in this Contract shall for any reason be held to be excessively broad as to duration, geographical scope, activity or subject, it shall be construed by limiting and reducing it, so as to be enforceable to the extent compatible with the applicable law as it then shall appear.

D. Amendment. No supplement, modification or amendment of this Contract will be binding unless in writing and executed by all of the parties that are signatories to the Contract.

**36. Governing Law.** This Contract shall be subject to and interpreted in accordance with the law of the State of Indiana and suit, if any, shall be brought in Indiana courts.

**37. Notice to Parties.** Whenever any notice, statement or other communication, including changing contact information, is required under this Contract, it shall be sent to the following addresses, unless otherwise specifically advised.

A. Notices to the Assessor shall be sent to:

Name: Ms. Nancy Gates  
Title: Miami County Assessor  
Organization:  
Address: 25 North Broadway,  
Courthouse, Room 200  
City/State/Zip: Peru, Indiana 46970  
Tele: (765) 472-3901 ext. 220  
Fax: (765) 472-5948  
Email: nhardwickgates@miamicountyin.gov

B. Notices to the Contractor shall be sent to:

Name: Jay Morris  
Organization: Ad Valorem Solutions, LLC  
Address: 506 E. North Street  
Kokomo, Indiana 46901  
Work tel: (765) 457-6787  
Fax tel: (765) 457-6788  
Cell tel: (765) 210-5905  
Email: jay@avs-in.com

C. Notices to the Department shall be sent to:

General Counsel  
Department of Local Government Finance  
Indiana Government Center North  
400 North Senate Avenue, Rm. 1058B  
Indianapolis, Indiana 46204  
**317-233-6770 voice**  
**317-232-8779 fax**  
Email: \_\_\_\_\_

**38. Maintaining a Drug-Free Workplace.** The Contractor hereby covenants and agrees to make a good faith effort to provide and maintain a drug-free workplace. The Contractor will give written notice to the Assessor and the Department within ten (10) days after receiving actual notice that the Contractor or an employee of the Contractor in the State of Indiana has been convicted of a criminal drug violation occurring in the workplace. False certification or violation of this certification may result in sanctions including, but not limited to, suspension of contract payments, termination of this Contract and/or debarment of contracting opportunities with the Assessor or the Department, and through it, the State, for up to three (3) years.

In addition to the provisions of the above paragraphs, if the total contract amount set forth in this Contract is in excess of \$25,000.00, the Contractor hereby further agrees that this Contract is expressly subject to the terms, conditions, and representations of the following certification:

This certification is required by Executive Order No. 90-5, April 12, 1990, issued by the Governor of Indiana. No award of a contract shall be made, and no contract, purchase order or agreement, the total amount of which exceeds \$25,000.00, shall be valid, unless and until this certification has been fully executed by the Contractor and made a part of the contract or agreement as part of the contract documents.

The Contractor certifies and agrees that it will provide a drug-free workplace by:

- A. Publishing and providing to all of its employees a statement notifying them that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition;
- B. Establishing a drug-free awareness program to inform its employees of (1) the dangers of drug abuse in the workplace; (2) the Contractor's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; and (4) the penalties that may be imposed upon an employee for drug abuse violations occurring in the workplace;
- C. Notifying all employees in the statement required by subparagraph (A) above that as a condition of continued employment, the employee will (1) abide by the terms of the statement; and (2) notify the Contractor of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction;
- D. Notifying the Assessor and Department in writing within ten (10) days after receiving notice from an employee under subdivision (C)(2) above, or otherwise receiving actual notice of such conviction.
- E. Within thirty (30) days after receiving notice under subdivision (C)(2) above of a conviction, imposing the following sanctions or remedial measures on any employee who is convicted of drug abuse violations occurring in the workplace: (1) taking appropriate personnel action against the employee, up to and including termination; or (2) requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency; and
- F. Making a good faith effort to maintain a drug-free workplace through the implementation of subparagraphs (A) through (E) above.

**39. Indemnification.** The Contractor agrees to indemnify, defend, and hold harmless Assessor and the Department, their agents, officials, and employees from all claims and suits including court costs, attorney's fees, and other expenses caused by any act or omission of the Contractor and/or its subcontractors, if any, in the performance of this Contract. Assessor and the Department shall **not** provide such indemnification to the Contractor.

#### **40. Insurance.**

A. The Contractor shall carry automobile, public liability and worker's compensation insurance in the amounts as follows:

Type	Coverage	Amount
------	----------	--------



*(List any insurance that the County requires the Contractor to carry and the amount required.)*

B. The Contractor's insurance coverage must meet the following additional requirements:

(1) The insurer must have a certificate of authority issued by the Indiana Department of Insurance.

(2) Any deductible or self-insured retention amount or other similar obligation under the insurance policies shall be the sole obligation of the Contractor.

(3) The Assessor and the Department will be defended, indemnified and held harmless to the full extent of any coverage actually secured by the Contractor in excess of the minimum requirements set forth above. The duty to indemnify the Assessor and the Department under this Contract shall not be limited by the insurance required in this Contract.

(4) The insurance required in this Contract, through a policy or endorsement(s), shall include a provision that the policy and endorsements may not be canceled or modified without thirty (30) days prior written notice to the undersigned Assessor and Department.

C. Failure to provide insurance as required in this Contract may be deemed a material breach of contract entitling the Assessor or the Department to immediately terminate this Contract. The Contractor shall furnish a certificate of insurance and all endorsements to the Assessor and the Department before the commencement of this Contract.

**41. Nondiscrimination.** Pursuant to the Indiana Civil Rights Law, specifically including I.C. 22-9-1-10, and in keeping with the purposes of the federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, and the Americans with Disabilities Act, the Contractor covenants that it shall not discriminate against any employee or applicant for employment relating to this Contract with respect to the hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of the employee or applicant's: race, color, national origin, religion, sex, age, disability, ancestry, status as a veteran, or any other characteristic protected by federal, state, or local law ("Protected Characteristics"). Furthermore, Contractor certifies compliance with applicable federal laws, regulations, and executive orders prohibiting discrimination based on the Protected Characteristics in the provision of services.

**42. Travel.** No expenses for travel will be reimbursed unless specifically permitted under the scope of services or consideration provisions.

**43. Copy of Contract to Department of Local Government Finance.** The County Assessor shall provide to the Department of Local Government Finance a copy of the executed contract, including documentation of the performance bond, within forty-five (45) days of the contract's execution.

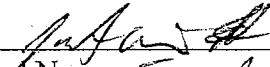
#### **NON-COLLUSION AND ACCEPTANCE**

The undersigned attests, subject to the penalties for perjury, that he/she is the Contractor, or that he/she is the properly authorized representative, agent, member or officer of the Contractor, that he/she has not, nor has any other member, employee, representative, agent or officer of the Contractor, directly or indirectly, to the best of the undersigned's knowledge, entered into or offered to enter into any combination, collusion or agreement to receive or pay, and that he/she has not received or paid, any sum of money or other consideration for the execution of this Contract other than that which appears upon the face of this Contract.

**In Witness Whereof**, the Contractor and the Assessor have, through their duly authorized representatives, entered into this Contract. The parties, having read and understood the foregoing terms of this Contract, do by their respective signatures dated below hereby agree to the terms thereof.

**(Contractor:)**


(where applicable)

By:   
Printed Name: James A. Morris II  
Title: Senior Partner

Attested By: \_\_\_\_\_  
\_\_\_\_\_  
Date: 9/22/2008

Level II County Assessor/Appraiser Student ID #: 946

**(Assessor:)**

By:   
Printed Name: NANCY HARDWICK GATES  
Title: Senior Partner Miami County Assessor

Dated: 9-22-08

Miami County Board of County Commissioners

By: [Signature] Dated: 9-22-08  
Commissioner

By: [Signature] Dated: 9/22/08  
Commissioner

By: C. Craig Boyer Dated: 9-22-08  
Commissioner

**Department of Local Government Finance:  
Pursuant to I.C. 6-1.1-4-17(a) Approves the  
Employment of Contractor**

By: [Signature]  
Printed Name: Caryl A. W. Mungrate  
Title: Commissioner, DLGF  
Date: 10-30-08 (Effective Date)

## 2008 ANNUAL ADJUSTMENT CONTRACT

### ADDENDUM

**THIS ADDENDUM** made this 20<sup>th</sup> day of October, 2008 by and between the Miami County Assessor and the Board of County Commissioners of Miami County, Indiana (hereinafter jointly and severally the "Assessor"), and the Department of Local Government Finance, a party for the limited purposes of approving the employment of the Contractor and exercising statutory oversight pursuant to I.C. 6-1.1-4-17(a).

### AND

**AD VALOREM SOLUTIONS, LLC**, of Kokomo, Indiana, an Indiana Corporation hereinafter referred to as "Contractor".

### WITNESSETH

**WHEREAS**, the parties have entered into a contract dated September 22, 2008 to provide assistance with the 2008 annual adjustments to the assessed values of Miami County under 50 IAC 21; and

**WHEREAS**, the Assessor has asked for continued assistance with the 2008 assessed values of Miami County;

**NOW THEREFORE**, in consideration of the aforementioned statements, the following changes, alterations, amendments and extensions are hereinafter set forth:

The Contractor, upon request from the Assessor, may perform additional services outside of the scope of the Annual Adjustment contract. Those services will be executed at a per diem fee basis as required by the Assessor and supplied by the Contractor. The Contractor per diem charge shall be \$500.00 per day.

IF the additional services requested by the Assessor for any one service will take longer than five (5) business days, the Assessor and Contractor will sign a detailed addendum specifying exact services requested as well as delivery dates in a format approved by the Department of Local Government Finance.

In Witness Whereof, the Contractor and the Assessor have, through their duly authorized representatives, entered into this Contract. The parties, having read and understood the foregoing terms of this Contract, do by their respective signatures dated below hereby agree to the terms thereof.

(Contractor:)

(where applicable)

By: [Signature]  
Printed Name: James A. Morris II  
Title: Senior Partner

Attested By: \_\_\_\_\_  
Date: 10/20/08

Level II County Assessor/Appraiser Student ID #: 946

(Assessor:)

By: [Signature]  
Printed Name: Nancy Hardwick Gates  
Title: Miami County Assessor

Dated: 10-20-08

Miami County Board of County Commissioners

By: [Signature] Dated: 10-20-08  
Commissioner

By: [Signature] Dated: 10-20-08  
Commissioner

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Commissioner

Department of Local Government Finance:  
Pursuant to I.C. 6-1.1-4-17(a) Approves the  
Employment of Contractor

By: [Signature]  
Printed Name: Caryl A. W. Mungrace  
Title: Commissioner DLF  
Date: 10-30-08

(Effective Date)

**NANCY S. HARDWICK-GATES**  
**MIAMI COUNTY ASSESSOR**  
**25 N. BROADWAY**  
**COURTHOUSE, ROOM 200**  
**PERU, IN 46970**  
**Phone 765-472-3901 ext 220**  
**Fax 765-472-5948**  
EMAIL: [nhardwickgates@miamicountyin.gov](mailto:nhardwickgates@miamicountyin.gov)

*10-21-08  
Council meeting*

October 2, 2008

Dear Council Members,

At your next meeting, please consider this request for an additional appropriation from the Reassessment Fund in the amount of \$37,500. These funds are for the 2008/2009 Trending contract.

Thank you for your consideration.

Sincerely,

*Nancy Hardwick Gates*

Nancy Hardwick Gates  
Miami County Assessor

**Exhibit A Template Work Plan  
Assessing Dutes for 2008 Pay 2009**

WBS	Task Name	% Work Complete	Duration in Days	Start Date	Finish Date
1	Trending Contract Negotiation/Initiation for <u>2008</u> Pay <u>2009</u>				
1.1	Ratio Study Contract Execution	100%	15	9/8/2008	9/26/2008
1.2	Field Work Contract Execution	100%	1	9/26/2008	9/26/2008
1.3	Trending Contract Execution	100%	1	9/26/2008	9/26/2008
1.4	Office Set-up	100%	1	9/26/2008	9/26/2008
1.5	Hardware Order	0%		AR	AR
1.6	Data Files from County	50%	15	10/1/2008	10/21/2008
2	Data Delivery Requirements to State				
2.1	Personal Property for <u>2008</u> Pay <u>2009</u>				
2.1.1	Prepare Personal Property Mailing List	0%		N/A	N/A
2.1.2	Mail Personal Property Forms	0%		N/A	N/A
2.1.4	Value Business Property	0%		N/A	N/A
2.1.5	Resolve Personal Property Issues	0%		N/A	N/A
2.1.6	Deliver Data to County Assessor	0%	1	6/2/2008	6/2/2008
2.1.7	County Assessor Resolve Personal Property Issues	0%	82	6/2/2008	8/22/2008
2.1.8	Deliver Workbook Data to County Auditor	0%	1	10/17/2008	10/17/2008
2.1.9	County Auditor/Assessor Resolve Personal Property Issues	0%	22	10/17/2008	11/7/2008
2.1.10	Create Archive Backup of Data Files ( <u>2008</u> pay <u>2009</u> )	0%	1	11/7/2008	11/7/2008
2.1.11	Test Data Delivery to DLGF ( <u>2008</u> pay <u>2009</u> )	0%	12	9/19/2008	9/30/2008
2.1.12	Deliver Personal Property Data to DLGF & LSA ( <u>2008</u> pay <u>2009</u> )	0%	2	11/10/2008	11/11/2008
2.1.13	Personal Property DUE to DLGF & LSA ( <u>2008</u> pay <u>2009</u> )	0%	1	12/1/2008	12/1/2008
2.1.14	Mobile Home Valuation for <u>2009</u> Pay <u>2009</u>				
2.1.14.1	Value Mobile Homes ( <u>2009</u> Calendar Year)	0%	75	1/16/2009	3/31/2009
2.1.14.2	Deliver Data to County Auditor	0%	1	4/9/2009	4/9/2009
2.1.14.3	Create Archive Backup of Data Files ( <u>2009</u> )	0%	1	4/15/2009	4/15/2009
2.1.14.4	Test Data Delivery to DLGF ( <u>2009</u> )	0%	1	4/14/2009	4/14/2009
2.1.14.5	Deliver Mobile Home Data to DLGF & LSA ( <u>2009</u> )	0%	1	4/15/2009	4/15/2009
2.1.14.6	Mobile Home Data DUE to DLGF & LSA ( <u>2009</u> calendar year)	0%	1	4/15/2009	4/15/2009
2.2	Real Property for <u>2008</u> Pay for <u>2009</u>				
2.2.1	Auditor Deliver Splits/Transfers/Homesteads to Assessor	0%	378	3/2/2007	3/15/2008
2.2.2	Value New Construction	0%	226	3/20/2008	11/15/2008
2.2.3	Parcel Splits/Combinations	0%	181	5/19/2008	11/15/2008
2.2.4	Real Property Annual Adjustment Factor				
2.2.4.1	Perform Ratio Studies	0%	54	10/1/2008	12/15/2008
2.2.4.2	Verify Sales Occurring	0%	33	10/1/2008	11/15/2008

**Exhibit A Template Work Plan  
Assessing Dutes for 2008 Pay 2009**

WBS	Task Name	% Work Complete	Duration in Days	Start Date	Finish Date
2.2.4.3	Determine Annual Adjustment Factor	0%	43	10/1/2008	11/30/2008
2.2.4.4	Review Neighborhood Delineations	0%	43	10/1/2008	11/30/2008
2.2.4.5	Determine if Modifications Necessary	0%	43	10/1/2008	11/30/2008
2.2.4.6	Examine Coefficient of Dispersion and Price Related Differential	0%	43	10/1/2008	11/30/2008
2.2.4.7	Apply Annual Adjustment Factor and Deliver	0%	33	12/1/2008	12/15/2008
2.2.4.8	Determine Irregularities; Notify	0%	43	10/1/2008	11/30/2008
2.2.4.9	Conduct stratification and ratio studies for properties outside acceptable range	0%	43	10/1/2008	11/30/2008
2.2.5	Resolve Real Property Appeals/Issues	0%			
2.2.6	Township Deliver Data to County Assessor	0%		N/A	N/A
2.2.7	Vendor Data to County Assessor	0%	11	12/1/2008	12/15/2008
2.2.8	County Assessor Rollover to County Auditor				
2.2.8.1	Create Archive Backup of Data Files ( <u>2008</u> pay <u>2009</u> )	0%	2	1/14/2009	1/16/2009
2.2.8.2	County Assessor Deliver Certified Values to County Auditor	0%	2	1/14/2009	1/16/2009
2.2.8.3	Vendor Deliver Certified Values to County Auditor	0%		N/A	N/A
2.2.8.4	Apply Adjustments	0%		AUDITOR	AUDITOR
2.2.8.5	Prepare Certificate of Net Assessed Values	0%		AUDITOR	AUDITOR
2.2.8.6	Create Archive Backup of Data Files ( <u>2008</u> pay <u>2009</u> )	0%		AUDITOR	AUDITOR
2.2.8.7	Deliver Certificate of Net Assessed Values to DLGF ( <u>2008</u> pay <u>2009</u> )	0%		AUDITOR	AUDITOR
2.2.8.8	Certificate of Net Assessed Values DUE to DLGF ( <u>2008</u> pay <u>2009</u> )	0%		AUDITOR	AUDITOR
2.2.8.9	Prepare/Complete Certificate of Errors	0%		AUDITOR	AUDITOR
2.2.8.10	Create Archive Backup of Data Files ( <u>2008</u> pay <u>2009</u> )	0%		AUDITOR	AUDITOR
2.2.8.11	Test Data Delivery to DLGF ( <u>2008</u> pay <u>2009</u> )	0%		AUDITOR	AUDITOR
2.2.8.12	Deliver Real Property Data to DLGF & LSA ( <u>2008</u> pay <u>2009</u> )	0%		AUDITOR	AUDITOR
2.2.8.13	Real Property Data DUE to DLGF & LSA ( <u>2008</u> pay <u>2009</u> )	0%		AUDITOR	AUDITOR
2.3	Sales Disclosure Data <u>2008</u> Calendar Year				
2.3.1	Sales Disclosure Verification Workplan ( <u>NA</u> - if needed)	0%		N/A	N/A
2.3.2	County Assessor Verification ( <u>2008</u> )	0%	1	1/1/2008	1/15/2009
2.3.3	Create Archive Backup of Data Files ( <u>2008</u> )	0%	1	1/15/2009	1/15/2009
2.3.4	Test Data Delivery to DLGF ( <u>2008</u> )	0%	1	2/23/2009	2/23/2009
2.3.5	Deliver Sales Disclosure Data to DLGF & LSA ( <u>2008</u> )	0%	1	3/2/2009	3/2/2009
2.3.6	Sales Disclosure Data DUE to DLGF & LSA ( <u>N/A</u> calendar year)	0%	1	3/1/2009	3/1/2009
2.4	Sales Disclosure Data <u>2008</u> Calendar Year				
2.4.1	Verify Sales Disclosures ( <u>2008</u> )	0%	15	1/1/2008	1/15/2009
2.4.2	Sales Disclosure Verification Workplan ( <u>N/A</u> - if needed)	0%		N/A	N/A



**Exhibit A Template Work Plan  
Assessing Dutes for 2008 Pay 2009**

WBS	Task Name	% Work Complete	Duration in Days	Start Date	Finish Date
2.4.3	County Assessor Verification ( <u>2008</u> )	0%	1	1/1/2008	1/15/2009
2.4.4	Create Archive Backup of Data Files ( <u>2008</u> )	0%	1	1/15/2009	1/15/2009
2.4.5	Test Data Delivery to DLGF ( <u>2008</u> )	0%	1	2/23/2009	2/23/2009
2.4.6	Deliver Sales Disclosure Data to DLGF & LSA ( <u>2008</u> )	0%	1	3/2/2009	3/2/2009
2.4.7	Sales Disclosure Data DUE to DLGF & LSA ( <u>2008</u> calendar year)	0%	1	3/1/2009	3/1/2009
3	Ratio Study Analysis Requirements for State for <u>2008</u> Pay <u>2009</u>				
3.1	Neighborhood Analysis				
3.1.1	GIS File Received and Loaded	0%		10/1/2008	11/30/2008
3.1.2	Data Gathering	0%	30	10/1/2008	11/30/2008
3.1.3	Review Definitions	0%	1	10/1/2008	10/1/2008
3.1.4	Initial Market Areas	0%	1	10/1/2008	10/1/2008
3.1.5	Market Area Summary	0%	1	10/1/2008	10/1/2008
3.1.6	Define Neighborhood Categories	0%	1	10/1/2008	10/1/2008
3.1.7	Create Neighborhood Summary	0%	1	10/1/2008	10/1/2008
3.2	Sales Analysis				
3.2.1	Calendar <u>2006</u> & Calendar <u>2007</u> Sales Files Received from County	0%	21	10/1/2008	10/21/2008
3.2.2	Produce Sales Validation Guidelines	0%	1	10/1/2008	10/1/2008
3.2.3	Review/Validate Sales	0%	30	10/1/2008	11/30/2008
3.2.4	Load Sales to CAMA System	0%	780	1/1/2006	3/1/2008
3.3	Land Valuation				
3.3.1	Run Ratio Study by Township/Neighborhood	0%	43	10/1/2008	11/30/2008
3.3.2	Using Toolset to Develop Base Land Rates	0%	76	10/1/2008	12/15/2008
3.3.3	Define Land use Adjustments	0%	1	5/19/2008	5/19/2008
3.3.4	Apply Adjustments	0%	43	10/1/2008	11/30/2008
3.3.5	Re-run Ratio Study	0%	43	10/1/2008	11/30/2008
3.4	Improvement Valuation				
3.4.1	Cost Approach				
3.4.1.1	Update Cost Tables	0%	11	12/1/2008	12/15/2008
3.4.1.2	Recost	0%	11	12/1/2008	12/15/2008
3.4.1.3	Market Adjustment as Needed	0%	11	12/1/2008	12/15/2008
3.4.1.4	Statistical Analysis	0%	11	12/1/2008	12/15/2008
3.4.1.5	Value Turnover	0%	11	12/1/2008	12/15/2008
3.4.2	Income Approach	0%	43	10/1/2008	11/30/2008

**Exhibit A Template Work Plan  
Assessing Dutes for 2008 Pay 2009**

WBS	Task Name	% Work Complete	Duration in Days	Start Date	Finish Date
3.4.2.1	Income Questionnaire	0%	43	10/1/2008	11/30/2008
3.4.2.2	Review Current Income Data	0%	43	10/1/2008	11/30/2008
3.4.2.3	Review and Input Income Data as Received	0%	43	10/1/2008	11/30/2008
3.4.2.4	Build Models	0%	43	10/1/2008	11/30/2008
3.4.2.5	Run Income Values	0%	43	10/1/2008	11/30/2008
3.4.2.6	Statistical Analysis	0%	43	10/1/2008	11/30/2008
3.4.2.7	Sales Comparison Approach	0%	43	10/1/2008	11/30/2008
3.4.3	Sales Approach	0%	43	10/1/2008	11/30/2008
3.4.3.1	Build Models	0%	43	10/1/2008	11/30/2008
3.4.3.2	Adjust Variable	0%	43	10/1/2008	11/30/2008
3.4.3.3	Run Models	0%	43	10/1/2008	11/30/2008
3.4.3.4	Run Statistical Analysis	0%	43	10/1/2008	11/30/2008
3.4.3.5	Make Adjustments	0%	43	10/1/2008	11/30/2008
3.4.3.6	Re-run Models and Statistics	0%	43	10/1/2008	11/30/2008
3.4.3.7	Value Turnover	0%	11	12/1/2008	12/15/2008
3.5	Ratio Study Completion	0%	5	12/15/2008	12/22/2008
3.5.1	Perform Final Ratio Study	0%	1	12/22/2008	12/22/2008
3.5.2	Create Archive Backup of Data Files ( ____ pay ____ )	0%	5	12/15/2008	12/22/2008
3.5.3	Deliver Ratio Study to DLGF ( ____ pay ____ )	0%	5	12/15/2008	12/22/2008
3.5.4	Ratio Study Recommended DUE to DLGF ( ____ pay ____ )	0%	1	12/22/2008	12/22/2008
3.5.5	Create Archive Backup of Data Files ( ____ pay ____ )	0%	5	12/15/2008	12/22/2008
3.5.6	Deliver Workbook to DLGF ( ____ pay ____ )	0%	5	12/15/2008	12/22/2008
3.5.7	Workbook Recommended DUE to DLGF ( ____ pay ____ )	0%	5	12/15/2008	12/22/2008

Payment Schedule: Contractor shall be paid the following draw amounts upon the completion of the following percentages of the whole Contract.

**Final** **100%** **\$** **Balance of Total Contract Price**

*Department of Local Government Finance recommends that this detailed Work Plan be used to specify when the component jobs of the Annual Adjustment shall be completed to permit the Assessor to know to what extent the Contractor is meeting the overall schedule. Reporting in this fashion also permits the Department and the Board of County Commissioners to have a report that is easily reviewed. The payment schedule based upon % of Completion also facilitates timelines of overall completion.*

**ACORD CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
10/29/2008PRODUCER (765)452-8276 FAX (765)454-6442  
Miles & Finch, Inc.  
P. O. Box 2224  
Kokomo, IN 46904-2224THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION  
ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE  
HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR  
ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.INSURED AD VALOREM SOLUTIONS, LLC.  
123 NORTH BUCKEYE STREET  
KOKOMO, IN 46901

## INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: General Casualty

INSURER B:

INSURER C:

INSURER D:

INSURER E:

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

ISR ADD'L TR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	CCS0374545	02/04/2008	02/04/2009	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 0 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	CBA0374545	03/16/2008	03/16/2009	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY EA ACC \$ AGG \$
	EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below OTHER	CWC0374545	02/04/2008	02/04/2009	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
	DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS				

## CERTIFICATE HOLDER

Miami County Board of Commissioners  
25 North Broadway  
Room 200 Courthouse  
Peru, IN 46970

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Pamela Boor